

# **APPRAISAL MEMORANDUM: AMENDING AN EXISTING DISPOSAL AUTHORITY**

**File/Document ID:**

**Agency Name:** [Agency title]  
**Contact Name:** [Name of agency representative. This should be someone with whom any issues relating to the report can be discussed. They may or may not be the report author.]  
**Contact Details:** [Address, phone number and email address of contact]  
**Schedule to be changed:** [Disposal Authority number, if available]

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## **1. Circumstances**

[Description of background information to the change request]

## **2. Description**

[A description of the change requested, including a brief outline of the original approved schedule and the requested change]

**[NAME OF DISPOSAL CLASS]:**

**Approved original details:**

*Class Title:*  
*Class number:*  
*Retention Period:*  
*Disposal Action:*

**Proposed changes:**

*Class Title:*  
*Class number:*  
*Retention Period:*  
*Disposal Action:*

## **3. Justification**

[Reason for requested change, including an evaluation and disposal criteria to support changes to approved disposal actions]

#### 4. Recommendation

[1-2 lines summarising the request]

Quantity recommended for <u>retention as public archives</u> :	XX Im or items (XX% of total)
Quantity recommended for <u>destruction</u> :	XX Im or items (XX% of total)
Estimated amount added per year:	XX Mb/XX Im or items p/a

The statement below is a generic addition to all disposal schedule amendments and contains caveats on the operation of the amended disposal authority. It gives the specific conditions under which the disposal authority may operate, as well as how long it is valid for.

- Records must be kept for the minimum period specified.
- Records may be destroyed at any point once the minimum retention periods have passed. Records do not have to be destroyed; the agency may keep them for longer if required.

**This authority is valid from the date of signing for a period contiguous with the original disposal authority being amended, unless previously authorised by the Chief Archivist.**

#### Contact Details

For further information or advice on the appraisal process or regarding disposal recommendations, contact Archives New Zealand Appraisal Section at [appraisal@archives.govt.nz](mailto:appraisal@archives.govt.nz)

For further information or advice on the transfer process, contact Archives New Zealand Arrangement and Description Section at [transfer@archives.govt.nz](mailto:transfer@archives.govt.nz)